

# Procurement Works

A Newsletter from the Maryland Department of Health (MDH)  
Office of Procurement and Support Services (OPASS)  
September 2019



eMM no longer exists, replaced by eMMA this past summer. All MDH procurement personnel should have completed training by now and hopefully everyone is in the system and finding it much more efficient than its predecessor. MDH procurements should be conducted in eMMA. Procurements are now initiated by going to [connect.md.gov](http://connect.md.gov), selecting the eMMA tab, and starting a "sourcing project." All elements of solicitations should now be posted on eMMA. Don't forget that the system times out after 15 minutes of inactivity, so be certain to save your work as often as possible or it could be lost. Save is not an automatic feature in eMMA. Also remember that much of your online procurement work is confidential and internal to MDH. Make sure to click on "solicitation visible to public" to post contract opportunities. And, of course, one of the most important pieces of information in a solicitation is the commodity code. Get familiar with the UNSPSC system which has now replaced NIGP commodity and industrial coding. For assistance, [emma.helpdesk@maryland.gov](mailto:emma.helpdesk@maryland.gov).

## Training Announcement

OPASS offers a variety of procurement training programs which are advertised by e-mail to the OPASS Announcement Group as well as the video monitors at MDH HQ. You can sign-up for those training programs thru the HUB. For registration assistance, contact: Naisadh [Nick] Desai at [Naishadh.desai@maryland.gov](mailto:Naishadh.desai@maryland.gov).

## Upcoming Training

09/12/19	Writing Specifications Part 1 * MDH HQ – L3, 1 PM to 4 PM
09/16/19	Small Procurement 103 MDH HQ – L1, 9 AM to 12 PM
09/19/19	Writing Specifications Part 2 * MDH HQ – L3, 1 PM to 4 PM
10/02/19	Small Procurement 103 Eastern Shore Hospital Center Conf. Rm. – 9 AM to 12 PM
10/10/19	Sole Source & Emergency Proc. MDH HQ – L3, 1 PM to 4 PM
10/15/19	Small Procurement 102 MDH HQ – L3, 1 PM to 4 PM

You can also find more Training information on our OPASS website:

<https://health.maryland.gov/opass/Pages/Home.aspx> \*Must register for both Part 1 & Part 2.



When: October 2-4, 2019  
Where: The Grand Hotel  
2100 Baltimore Ave.  
Ocean City, MD 21842

## Mark your Calendar

Maryland Public Purchasing Association, Inc. (MPPA) 2019 Area II Conference will convene where public procurement professionals from Maryland, Pennsylvania, Delaware, Virginia and the District of Columbia discuss issues critical to government procurement. For conference registration details call 1.800.447.6779 Reference code WASH19 or click on the following link:

<https://www.mppainc.org/insidepages/events/?eventid=F220B405-5056-8960-3E4C-D9F4D14ABC4F>





### **Meet the new OPASS 'Market Maker'**

OPASS is pleased to announce the successful recruitment of the newest member of the OPASS team, namely, Tiara Sykes. Tiara comes to MDH after working in procurement at the Department of Public Safety and Correctional Services (DPSCS). She holds a bachelor's degree from the College of Notre Dame of Maryland and a master's degree from Morgan State University. Her unique work assignment is that of "Market Maker." In that capacity she will assist MDH programs to identify firms for direct solicitation and will also serve as an early support resource to prospective members of Contract Fulfillment Teams (CFTs) to get started in the right direction when initiating a procurement, and keeping that direction on track and on time.

### **Congrats**

Congratulations to DGS Senior Procurement Executive Robert Gleason for accomplishing a successful roll-out of eMMA this summer, Maryland's new state-of-the-art e-Procurement system. Technology improvements are only a portion of Bob's transformational vision for modernizing procurement in the State. In addition, he is in the process of professionalizing the workforce, which included salary upgrades for some procurement personnel, and streamlining processes soon to be finalized and announced.



### **Small Procurement Delegated Authority is Necessary to Conduct Small Procurements**

A recent audit by the MDH Office of the Inspector General (OIG) revealed that some MDH personnel are conducting small procurements who are not authorized to do so. Those personnel are being notified that they must cease that activity. Except in the case of new hires or other emergency need, before any MDH employee can lawfully conduct small procurements, namely, those under \$50,000 in value, that employee must take an in-person Small Procurement Training class, pass an exam and receive from OPASS a Certificate of Delegated Authority. Every program should have at least a few such personnel. OPASS offers three (3) Small Procurement training classes, each has a different focus, but all lead to the Certificate of Delegated Authority.